

Members must be registered with A&A and IowaGrants and be approved with the correct role by ICVS before they will be able to be added to the system and/or before they will be able to access the Time Sheet section.

The member's timesheet landing page appears below.

To see the timesheet, [click here](#).

Only sheets in correcting or editing mode can be changed by

Time Sheet View Page

The member below is at two service sites.

Grant Tracking

Grant Time Sheet

Time Sheet(s) For: **Therese Stanton**

This Service Site

Approved Hours: 9.5
 Pending Hours: 0.0
 Remaining Hours: 890.5
 Average Remaining Hours Per Week: 19.2

All Service Sites

Approved Hours: 9.5
 Pending Hours: 0.0
 Remaining Hours: 1790.5
 Average Remaining Hours Per Week: 9.4

Time Sheets

Person	Start Date	End Date	Status	Fund	Raising	Training	Direct Service	Supervision	Other	Total
Therese Stanton	08/25/2012	09/07/2012	Approved					0.0	0.0	
Therese Stanton	09/08/2012	09/21/2012	Editing					0.0	0.0	
Therese Stanton	09/22/2012	10/05/2012	Editing	0.0		0.0	0.0	0.0	0.0	0.0
Therese Stanton	10/06/2012	10/19/2012	Editing	0.0		0.0	0.0	0.0	0.0	0.0
Therese Stanton	10/20/2012	11/02/2012	Editing	0.0		0.0	0.0	0.0	0.0	0.0

Annotations:

- Sit e #1**: Points to the member name 'Therese Stanton'.
- Sit e #2**: Points to the 'All Service Sites' section.
- submitted**: Points to the 'This Service Site' section.
- Status of timesheet**: Points to the 'Status' column in the table.
- This number represents the average number of hours/week the member needs to serve (at both sites). Calculation for individual sites is included in the "this service site" column.**: Points to the 'Average Remaining Hours Per Week' value of 9.4.

For members at one site, their Time Sheet View page will look like this.

Grant Tracking

Grant Time Sheet

Time Sheet(s) For: **Nicole Berna**

This Service Site

Approved Hours: 0.0
 Pending Hours: 0.0
 Remaining Hours: 1700.0
 Average Remaining Hours Per Week: 35.2

All Service Sites

Approved Hours: 0.0
 Pending Hours: 0.0
 Remaining Hours: 1700.0
 Average Remaining Hours Per Week: 35.2

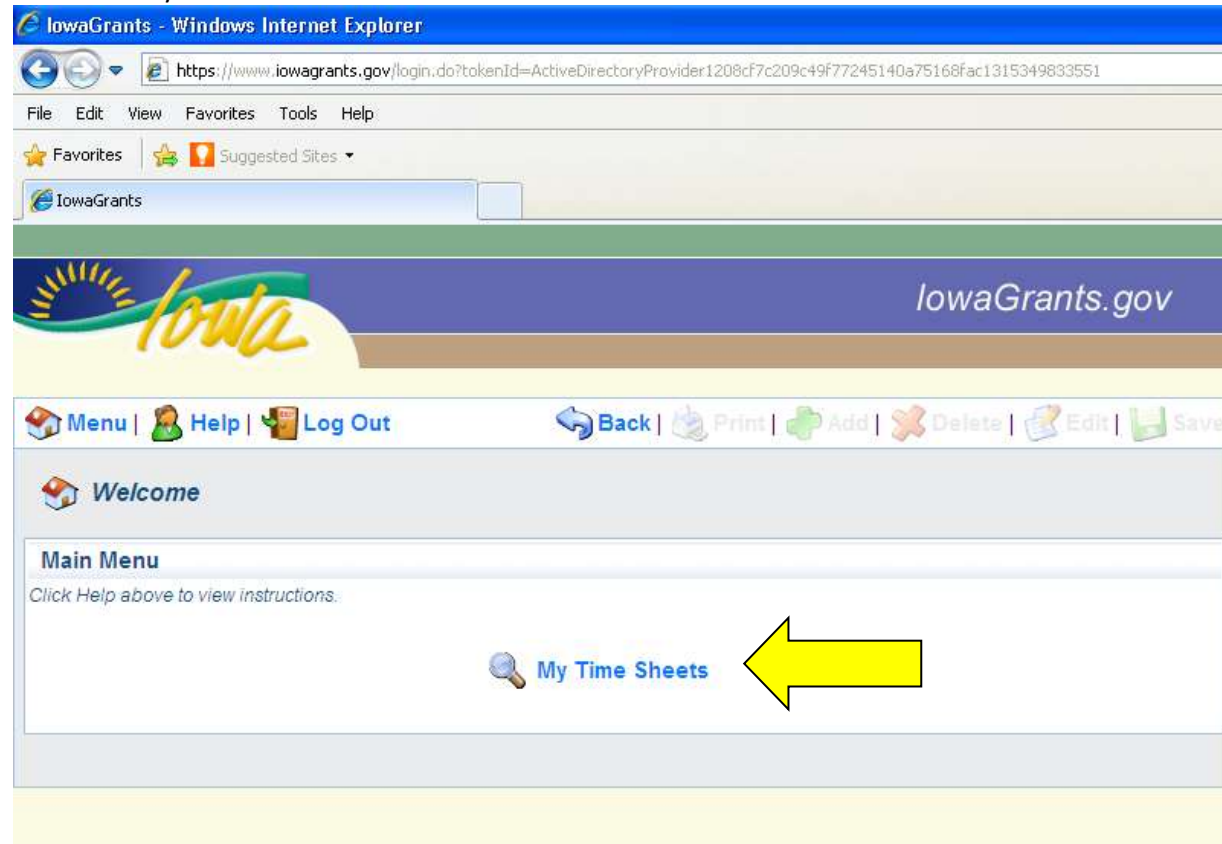
Time Sheets

Person	Start Date	End Date	Status	Fund	Raising	Training	Direct Service	Supervision	Other	Total
Nicole Berna	08/25/2012	09/07/2012	Editing	0.0		0.0	0.0	0.0	0.0	0.0

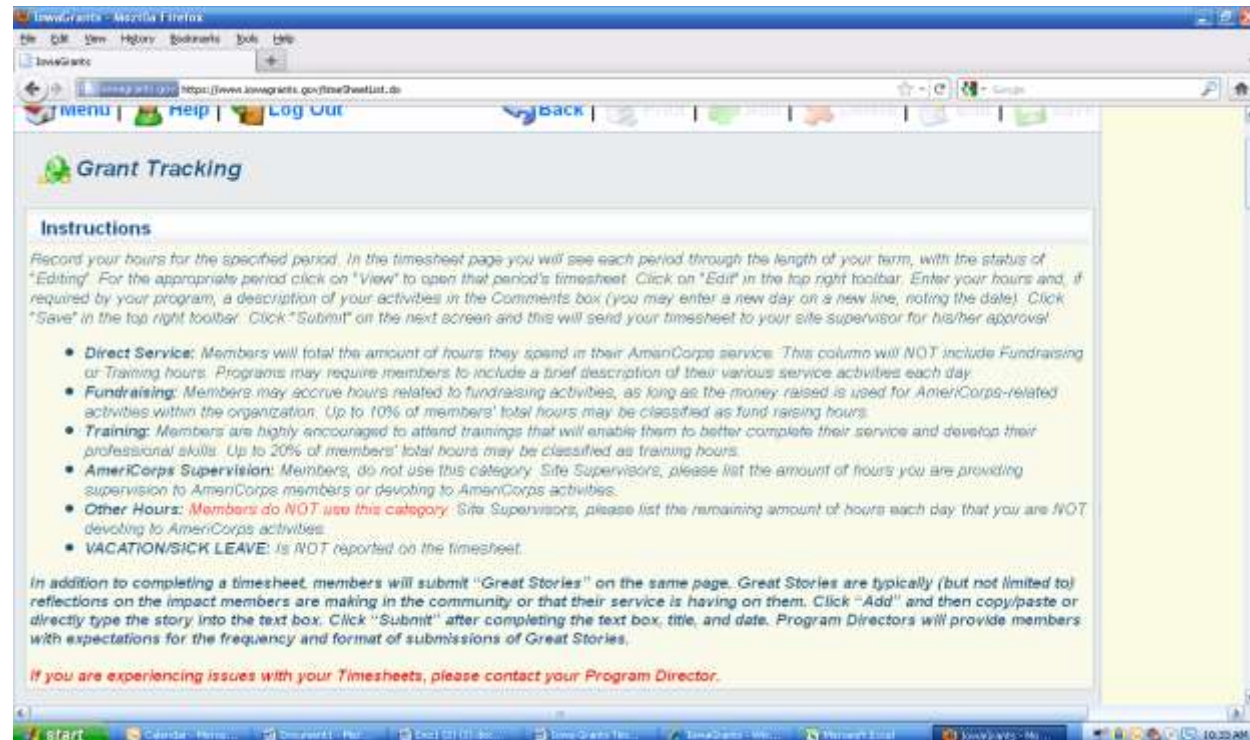
TO ENTER MEMBER HOURS

This is main menu the members see when they access the system.

1. Click on My Time Sheets.



2. Read the Instructions.



3. To input member hours, click on View.

Only time sheets in editing or correcting status can be changed by the member.

Time sheets in submitted or approved status are locked for editing.

Note: once time sheets are approved by the site supervisor, only a member of ICVS staff can unlock them.

Member Name	Start Date	End Date	Status	Action
Justin Test	12/01/2011	12/31/2011	Editing	View
Justin Test		01/31/2012	Editing	View
Justin Test		02/29/2012	Editing	View
Justin Test		03/31/2012	Editing	View
Justin Test		04/30/2012	Editing	View
Justin Test		05/31/2012	Editing	View
Justin Test		08/24/2011	Correcting	View
Justin Test	09/01/2011	09/10/2011	Submitted	View
Justin Test		09/08/2011	Editing	View
Justin Test		09/22/2011	Editing	View
Justin Test		10/06/2011	Approved	View
Justin Test		10/20/2011	Editing	View
Justin Test		11/03/2011	Editing	View
Justin Test	11/04/2011	11/17/2011	Editing	View
Justin Test	11/18/2011	12/01/2011	Editing	View
Justin Test	12/02/2011	12/15/2011	Editing	View
Justin Test	12/16/2011	12/29/2011	Editing	View
Justin Test	12/30/2011	01/12/2012	Editing	View
Justin Test	01/13/2012	01/26/2012	Editing	View
Justin Test	01/27/2012	02/09/2012	Editing	View
Justin Test	02/10/2012	02/23/2012	Editing	View
Justin Test	02/24/2012	03/08/2012	Editing	View
Justin Test	03/09/2012	03/22/2012	Editing	View
Justin Test	03/23/2012	04/05/2012	Editing	View
Justin Test	04/06/2012	04/19/2012	Editing	View

4. Click on Edit.

Grant Time Sheet

Time Sheet(s) For: Justin Test

For Period: 09/26/2011 (Start Date) to 09/08/2011 (End Date)

Status: Editing

Date Last Submitted:

Approved Hours: 0.0

Pending Hours: 0.0

Remaining Hours: 1694.0

Average Remaining Hours Per Week: 31.5

Instructions

Record your hours for the specified period. In the timesheet page you will see each period through the length of your term, with the status of "Editing". For the appropriate period click on "New" to open that period's timesheet. Click on "Edit" in the top right toolbar. Enter your hours and, if required by your program, a description of your activities in the Comments box (you may enter a new day on a new line, noting the date). Click "Save" in the top right toolbar. Click "Submit" on the next screen and this will send your timesheet to your site supervisor for further approval.

- Direct Service:** Members will total the amount of hours they spend in their AmeriCorps service. This column will NOT include Fundraising or Training hours. Programs may require members to include a brief description of their various service activities each day.
- Fundraising:** Members may accrue hours related to fundraising activities, as long as the money raised is used for AmeriCorps-related activities within the organization. Up to 10% of members' total hours may be classified as fund raising hours.
- Training:** Members are highly encouraged to attend trainings that will enable them to better complete their service and devote to their

The screenshot shows the Iowa Grants website interface. At the top, a browser window displays the URL <https://www.iowagrants.gov/submitGrant>. Below the navigation bar, a red text prompt reads: "If you are experiencing issues with your Timesheets, please".

The main section is titled "Time Sheet" and contains a table with the following columns: Day, Fund Raising, Training, Direct Service, Supervision, Other, and Comments. The table lists dates from 08/26/2011 to 08/08/2011. A large "X" mark is placed over the "Supervision" and "Other" columns, indicating that members should never have hours recorded in these categories.

Below the table is a "Comments" section with a text input field. An annotation points to this field, stating: "Comments can be entered in either or both areas as directed by the program or site supervisor."

Another annotation points to the "Comments" column in the table, stating: "NOTE: Comments should be used by members as directed by their programs. Training hours should be hours spent by the member IN training. Training offered by the member to others is generally considered direct service."

A final annotation at the top states: "Members should NEVER have hours under Supervision or Other."

The screenshot shows the IowaGrants.gov website interface. At the top, there's a navigation bar with links like 'Menu', 'Help', 'Log Out', 'Back', 'Home', 'New', 'Edit', 'Print', and 'Save'. Below this is a 'Grant Tracking' section with a 'Grant Time Sheet' for Justin Teat, dated 09/26/2011, in 'Editing' mode. The page includes instructions for using the time sheet and a table for recording time spent on various activities. A large white arrow points to the 'Save' button in the top right navigation bar.

Instructions:

Record your hours for the specified period. In the time sheet page you will see each period throughout the duration of your term with the status of existing. For the following period click on "New" to convert that period's time sheet. Click on "Edit" in the top right toolbar. Enter your hours and if needed, you may require a description of your activities in the comments box. You will enter a new one, editing the other. Click "Save" in the top right toolbar. Once "Submit" on the next screen enters will send your time sheet to your site submitter for their approval.

- Direct Service: Members will enter the amount of hours they spent in their direct service service. This column will NOT include Supervision or Technical Services. Programs may require members to include a brief description of their various service activities including:
- Fundraising: Members may describe hours devoted to fundraising activities, as long as the money raised is used for direct community activities within the organization. Click "Set of members" below hours may be submitted as Fund Raising Hours.
- Technical: Members are highly encouraged to attend trainings that will enable them to better complete their service and develop their knowledge. 2011 - up to 20% of members' total hours may be categorized as Training Hours.
- Administrative: Supervisors/ Members do not use this category. The Supervisors, please fill the amount of hours you are providing support and for direct service members as needed for direct service activities.
- Other: Please, please do not use this category. The Supervisors, please fill the remaining amount of hours each day that you are NOT devoting to direct service activities.
- Make Time Sheet Entry: Is NOT needed on the time sheet.

In addition to completing a time sheet, members will submit "Grant Stories" on the same page. Grant Stories are typically not not limited to reflections on the impact members are making in the community or that their service is having on them. Click "Add" and then complete as strongly how the story fits the next box. Click "Submit" after completing the text box, title, and date. Program Managers will provide members with instructions for the frequency and format of submissions of Grant Stories.

If you are experiencing issues with your time sheets, please contact your Program Director.

Time Sheet	Fund Raising	Training	Direct Service	Supervision	Other	Comments
Day						
09/26/2011	0	0	0	0	0	
09/27/2011	0	0	0	0	0	
09/28/2011	0	0	0	0	0	
09/29/2011	0	0	0	0	0	
09/30/2011	0	0	0	0	0	
09/31/2011	0	0	0	0	0	
10/01/2011	0	0	0	0	0	
10/02/2011	0	0	0	0	0	
10/03/2011	0	0	0	0	0	
10/04/2011	0	0	0	0	0	
10/05/2011	0	0	0	0	0	
10/06/2011	0	0	0	0	0	

7. Optional: Add a Great Story by clicking on Add.

Supervision to members who are working in a community or other setting. Supervisors, please list the remaining amount of hours each day that you are NOT devoting to AmeriCorps activities.

VACATION/SICK/LEAVE: is NOT reported on the timesheet.

In addition to completing a timesheet, members will submit "Great Stories" on the same page. Great Stories are typically (but not limited to) reflections on the impact members are making in the community or that their service is having on them. Click "Add" and then copy/paste or directly type the story into the text box. Click "Submit" after completing the text box, title, and date. Program Directors will provide members with expectations for the frequency and format of submissions of Great Stories.

If you are experiencing issues with your Timesheets, please contact your Program Director.

Day	Fund Raising	Training	Direct Service	Supervision	Other	Total	Comments
08/26/2011	0	0	0	0	0	0.0	
08/27/2011	0	0	0	0	0	0.0	
08/28/2011	0	0	0	0	0	0.0	
08/29/2011	0	0	0	0	0	0.0	
08/30/2011	0	0	0	0	0	0.0	
08/31/2011	0	0	0	0	0	0.0	
09/01/2011	0	0	0	0	0	0.0	
09/02/2011	0	0	0	0	0	0.0	
09/03/2011	0	0	0	0	0	0.0	
09/04/2011	0	0	0	0	0	0.0	
09/05/2011	0	0	0	0	0	0.0	
09/06/2011	0	0	0	0	0	0.0	
09/07/2011	0	0	0	0	0	0.0	
09/08/2011	0	0	0	0	0	0.0	
Totals	0.0	0.0	0.0	0.0	0.0	0.0	

Comments

Comments

Great Stories

Story Name

Person

Date

Promoted Story?

Attachment

Add

8. Enter Story Name, Date and Story.

4. Save

1. Story

2. Date

3. Story

Note: All fields on this form are required. You must enter something in every field, otherwise you will receive an error message.

If you want to add an attachment and not include any narrative in the box, please enter N/A in the box. You must first complete this step to be able to add an attachment.

9. (optional) Add Attachment to Great Story. Click on “attach” icon next to Great Story.

The screenshot shows the IowaGrants website in a Mozilla Firefox browser. The page displays a 'Time Sheet Hours' table and a 'Great Stories' table. The 'Great Stories' table has columns: Story Name, Person, Date, Promoted Story?, and Attachment. The 'Attachment' column header is highlighted with a callout box that says: "Click here – although it looks to be “grey” it is a working link."

Day	Fund Raising	Training	Direct Service	Supervision	Other	Total	Comments
08/26/2011	0	0	0	0	0	0.0	
08/27/2011	0	0	0	0	0	0.0	
08/28/2011	0	0	0	0	0	0.0	
08/29/2011	0	0	0	0	0	0.0	
08/30/2011	0	0	0	0	0	0.0	
08/31/2011	0	0	0	0	0	0.0	
09/01/2011	0	0	0	0	0	0.0	
09/02/2011	0	0	0	0	0	0.0	
09/03/2011	0	0	0	0	0	0.0	
09/04/2011	0	0	0	0	0	0.0	
09/05/2011	0	0	0	0	0	0.0	
09/06/2011	0	0	0	0	0	0.0	
09/07/2011	0	0	0	0	0	0.0	
09/08/2011	0	0	0	0	0	0.0	
Totals	0.0	0.0	0.0	0.0	0.0	0.0	

Story Name	Person	Date	Promoted Story?	Attachment
Test 7-18	Justin Test	07/18/2012		

10. Click on Browse to select file and then attach to attach it in IowaGrants.

The screenshot shows the IowaGrants website with an 'Attach File' dialog box open. The dialog box has an 'Upload File:' section with a 'Browse...' button and an 'Attach File' button. Two callout boxes provide instructions: "1. Click Browse" points to the 'Browse...' button, and "2. Click Attach" points to the 'Attach File' button.

Day	Fund Raising
08/26/2011	0
08/27/2011	0
08/28/2011	0
08/29/2011	0
08/30/2011	0
08/31/2011	0
09/01/2011	0
09/02/2011	0
09/03/2011	0
09/04/2011	0
09/05/2011	0
09/06/2011	0
09/07/2011	0
09/08/2011	0
Totals	0.0

Story Name	Person	Date	Promoted Story?	Attachment
Test 7-18	Justin Test	07/18/2012		

11. Review the information on the time sheet. If it is correct, click Submit. If not, click edit to revise.

If changes needed, click edit to return to time sheet

Click Submit if correct

12. View Position Description or Service Agreement. Members have the ability to view their position description and service agreement in the system. These will appear at the bottom of your timesheet view page.

Note: in some cases, both the service agreement and position description are included as one document.